



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS:
Personnel/Admin/Med
NCO, 29E4O

RANK/GRADE:
SFC/E7
(Minimum: SSG/E6)



NATIONWIDE



**NCARNG
SOLDIERS ONLY**

ANNOUNCEMENT #:
AGR-FTM 2013-53

UNIT, LOCATION, POC:
HHC (-) 30TH ABCT, Clinton, NC
POC: MSG Jimmy Buckner (910) 592-2100 X 14718
jimmy.a.buckner.mil@mail.mil

OPENS:
31 May 2013

CLOSES:
28 June 2013

POSITION DESCRIPTION: Performs administrative and personnel duties in support of assigned unit. Advises the Readiness NCO and staff on personnel issues. Prepares memorandums, endorsements, messages, evaluation reports, strength and attendance reports, pay actions, and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Maintains unit reference library. Safeguards unit supplies and equipment. Performs other military duties as required by mission.

QUALIFICATION REQUIREMENTS: Must be qualified in or meet prerequisites for **MOS 29E** in accordance with DA Pam 611-21 – a minimum score of 100 in aptitude area **SC, ST and EL** in **Armed Services Vocational Aptitude Battery Test**. Must be a member of the Armed Forces. Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must have normal color vision. If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered **"Not Qualified"** because of lack of information. HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by **email only** within 30 days of closing date of announcement with a suspense date. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to ng.nc.ncarng.mbx.hro-agr@mail.mil (in one attachment) no later than 1600 hours on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

AGR APPLICATION CHECKLIST

M-DAY SOLDIERS

- ____ 1.NGB Form 34-1 Application for AGR (dated NOV 2010-previous editions are obsolete) **Include e-mail address at the top 1st page of NGB Form 34-1.**
- ____ Age: Over 18, under 55?
- ____ Current NCARNG soldier? If not check whether announcement is nationwide.
- ____ Block IV all should be NO except for 9 and 10. If YES attachment for explanation.
- ____ Signed and dated.
- ____ 2.Certified copy of ERB/ORB
- ____ ASVAB scores match the qualification requirements for the announcement.
- ____ If female applicant, is position open to females?
- ____ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- ____ 3.Personnel Qualification Record
- ____ 4.DA Form 705 reflecting latest APFT (must be current within 1 year)
- ____ Passed APFT.
- ____ DA Form 3349 Physical Profile (for alternate APFT).
- ____ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- ____ 5.PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- ____ 6.DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- ____ 7.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
- ____ If newly promoted check for letter of recommendation from Commander or senior NCO.
- ____ 8.DD Form 214 (must have items 23-30 included),
- ____ Reentry Code should be RE-1 or RE-2 (ineligible if RE-3 or RE-4).
- ____ Character of Service should be Honorable Discharge.
- ____ 9.NGB Form 23/23b Retirements Points History Statement (RPAM)
- ____ Calculate all prior Active Federal Service ____ years, ____ months (over 15 required waiver, over 17 not considered unless MOSQ). For officers can serve at least 5 years before MRD?
- ____ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
- ____ If former AGR soldier, at least 12 months since REFRAD?

NOTE: Packets received without certification or signatures will be considered incomplete. If you are -deployed, submit a memo stating the followings: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The following documents must be enclosed (photocopies only – do not send originals): NO BINDERS

AGR APPLICATION CHECKLIST

AGR SOLDIERS

- _____ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**
- _____ Current NCARNG soldier? If not check whether announcement is nationwide.
 - _____ Is soldier currently under 18 months initial tour stabilization?
 - _____ If lateral transfer, is soldier MOSQ for vacant position?
 - _____ Signed and dated.
- _____ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- _____ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
 - _____ ASVAB scores match the qualification requirements for the announcement.
 - _____ If female applicant, is position open to females?
 - _____ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- _____ 3. Personnel Qualification Record.
- _____ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- _____ Passed APFT.
 - _____ DA Form 3349 Physical Profile (for alternate APFT).
 - _____ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- _____ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- _____ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- _____ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- _____ If newly promoted or missing rated time check for letter from Commander.
- _____ 8. Letter of Recommendation from Brigade AO.
- _____ 9. Current AGR Orders.

NOTE: Packets received without certification or signatures will be considered incomplete. If you are -deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The following documents must be enclosed (photocopies only – do not send originals): NO BINDERS